

# FY 2021-22 General Step Salary Structure

Effective October 01, 2021 through November 30, 2022

GRADE	← RANGE MINIMUM				← GREEN ZONE MIN					CONTROL POINT	GREEN ZONE MAX →					RANGE MAXIMUM →		CP PROGRESSION
Range Steps by %	75%	79%	83%	87%	90%	92%	94%	96%	98%	100%	102%	104%	106%	108%	110%	110% to MAX	125%	
Range Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	MAX		
S10	32,870	34,623	36,376	37,983	39,443	40,320	41,196	42,073	42,949	43,826	44,703	45,579	46,456	47,332	48,209	Subject to City's Merit/COLA/ Probationary Increase Guidelines	54,783	7%
S09	31,200	32,358	33,996	35,498	36,863	37,682	38,501	39,321	40,140	40,959	41,778	42,597	43,417	44,236	45,055		51,199	7%
S08		31,200	31,772	33,176	34,452	35,218	35,983	36,749	37,514	38,280	39,046	39,811	40,577	41,342	42,108		47,850	7%
S07				31,200	32,198	32,913	33,629	34,344	35,060	35,775	36,491	37,206	37,922	38,637	39,353		44,719	6%
S06						31,200	31,726	32,401	33,076	33,751	34,426	35,101	35,776	36,451	37,126		42,189	
Step Progression		5.3%	5.1%	4.4%	3.8%	2.2%	2.2%	2.1%	2.1%	2.0%	2.0%	2.0%	1.9%	1.9%	1.9%			

## ADMINISTRATIVE GUIDELINES

- Hiring salaries shall not exceed the Control Point - new hire salary offers above the Control Point require advance review/approval by Human Resources.
- Probationary salary increase will be one step move for all employees hired on Step 9 or below (i.e. Pay Grade S07 Step 5, moving to Step 6 in the same Pay Grade).
- Frequency of step increases is on an annual basis and an eligible employee may not move more than one step at a time.
- Employees below Step 15 in the step system are ineligible for merit increases or lump sum merit awards in the City's annual Merit/COLA Award Program.
- Employees at or above Step 15 are normally subject to the annual Merit/COLA Award Program eligibility guidelines.
- All step progressions are frozen if the City's Merit/COLA Award Program is not approved by City Council for that fiscal year.
- Employees in the step system are ineligible for step progressions or merit awards if they do not demonstrate satisfactory job performance in annual reviews.
- As an at-will employee, there is no guarantee of salary increases. All increases are subject to change at any time at the sole discretion of the City Manager and/or City Council, or as City compensation policies, programs, or practices are introduced, amended, or eliminated.
- No salary will be paid below the minimum of the salary range, and salaries should not exceed the maximum of the salary range.

## HOW TO PRORATE STEP VALUES FOR PART TIME EMPLOYEES:

POSITION TYPES	WEEKLY HOURS	ANNUAL HOURS	WORK SCHEDULE	HOW TO CALCULATE PRORATED STEP VALUE
Full Time A1	40	2080	100%	Correct Step Value provided. Use table above.
Part Time A2	30	1560	75%	Multiply provided Step Value by 75%
Part Time A2	25	1300	62.5%	Multiply provided Step Value by 62.5%
Part Time A2	20	1040	50%	Multiply provided Step Value by 50%

NOTE: Effective November 16, 2018, per Greensboro City Council FY 2018-19 adopted budget, new minimum annual salary for full time benefited employees is \$31,200 (annualized) regardless of pay grade.